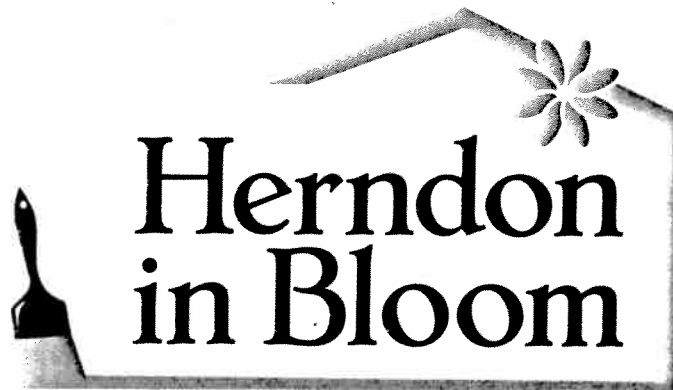




Important Information
from the Town of Herndon



Herndon in Bloom

Fostering Home and Neighborhood
Upkeep for a Vibrant Community

Citizens of the Town of Herndon are committed to maintaining the highest standards for our residential neighborhoods. This brochure contains over-views of several Town regulations, adopted by the Herndon Town Council, that impact the appearance, safety and harmony of neighborhoods. The descriptions are only summaries; please consult the Town Code at www.herndon-va.gov for the actual wording of the regulations.

For more information on these regulations, please visit us online at www.herndon-va.gov or call the contact numbers contained in this brochure.

www.herndon-va.gov

"Good Neighbor" Guidelines

These simple guidelines incorporate Town policies and promote healthier, safer and more unified neighborhoods.

What You Can Do **OUTSIDE** Your Home

- Maintain your exterior property area free from trash or accumulated debris.
- Routinely mow your lawn, trim your shrubs and prevent weeds.
- Park on your paved driveway or a public street (parking on lawns is not permitted).
- Check with the Department of Community Development before parking a commercial vehicle in front of your house. Many types of commercial vehicles are not permitted.
- Store inoperable and unregistered vehicles in enclosed structures or behind fences.
- Perform any vehicle repair inside garages or enclosed buildings, rather than on driveways and public streets.
- Follow the Town of Herndon's rules for proper trash collection and recycling. Trash should not be placed at the curb more than 24 hours prior to pickup. Recycling bins should not be placed at the curb more than 24 hours prior to pickup.
- Repair or replace falling gutters, cracked windows and peeling paint.
- Trim trees, shrubs and other plantings away from sidewalks and curbs for pedestrian and vehicular safety.
- Clean up after your pets in your yard and during walks. Do not allow dogs to run loose throughout the neighborhood.
- Keep an eye on your neighbors' homes when they are away. Remove newspapers that may accumulate in their absence as well as any trash or other debris in their yards.

- Check with the Department of Community Development before posting signs. Signs are not permitted to be posted on the public right-of-way.
- Report acts of vandalism and graffiti to the Herndon Police Department immediately.

What You Can Do **INSIDE** Your Home

- If you are operating a home-based business, ensure that it is properly licensed and that a Zoning Inspection Permit has been provided. Babysitting and child care services in your home are considered home-based businesses.
- Check with the Department of Community Development to determine occupancy limits before buying or renting a home.
- Use properly installed and functioning smoke detectors. It is recommended that the batteries be changed every six months.
- In addition to the entry door, ensure that each sleeping room has a clear, unobstructed means of escape to the outside.
- Obtain building permits prior to any interior remodeling, alterations and room conversions. The installation of an additional kitchen within a single-family dwelling is not permitted.
- Become familiar with and follow the standards of your homeowners' association, if applicable.



Fostering Home and Neighborhood
Upkeep for a Vibrant Community

Property Maintenance

Trash and Solid Waste

Property owners must maintain their property free of trash, garbage, refuse, litter and other substances that may endanger the health or safety of other residents. Owners are responsible for the removal and proper disposal of trash and solid waste from their properties. Visit the Town's website at www.herndon-va.gov for information on disposal and pick-up schedules.

Grass and Weeds

Property owners must maintain yards with grass and weeds no higher than 10 inches. High grass and weeds can become breeding grounds for insects and provide a haven for rodents.

Shrubs and Trees

Property owners are responsible for the maintenance of their shrubs and trees. Shrubs and trees may not grow into the public right-of-way or block public sidewalks. Property owners are responsible for trimming trees that obstruct sidewalks and roadways. If you live on a corner lot, please do not plant shrubs or trees that will obstruct a driver's view when turning the corner.

Home Exteriors

Property owners are responsible for the property maintenance of their houses, including all exterior areas. Houses are to remain free of holes, cracks, broken doors and windows. Paint should be in good condition on wood and metal surfaces. Peeling, flaking, and chipped paint must be eliminated and repainted.

For more information or to request assistance with any of these regulations, contact the Building Inspections Office at 703-435-6850 or via email at building.inspections@herndon-va.gov.

Bulky items not collected during weekly trash pickup are collected free of charge during town-wide cleanups. Check the annual "At Home in Herndon" Town Calendar for dates or visit www.herndon-va.gov. Additionally, at any time of year you may contact the Department of Public Works to collect bulky items that cannot be picked up during weekly trash collection; there is a \$35 fee for this service.

Contact DPW at 703-435-6853 or via email at public.works@herndon-va.gov.

Parking and Street Use

Residential Parking

The town's Zoning Ordinance prohibits parking any motor vehicle or trailer on the front, side or rear yard of any lot improved with a dwelling, except on a lawfully paved surface. For corner lots, the front yard is the lot area bounded by streets, the side lot lines and the walls of the house that face the streets. On properties with single family detached dwellings, no paved surface may exceed 35 percent of the front yard of the lot.

Commercial Vehicles

The Zoning Ordinance restricts the type and number of business or company vehicles that may be parked overnight on residential property. Most commercial vehicles may not be parked on residential property unless they are parked in a completely enclosed garage; the garage door cannot exceed nine feet in height. Taxi cabs and certain other vehicles weighing less than 10,000 pounds with commercial signage may be parked on private property on an impervious surface, but only one vehicle per dwelling unit is allowed. At no time is a vehicle allowed to be parked with ladders on it.

Recreational Vehicles

Recreational vehicles include travel trailers, tent trailers, pickup campers, motor homes, boats and boat trailers and similar vehicles, both towed and motorized units. Recreational vehicles may not be parked on or along side streets or roadways in areas zoned as residential. Recreational vehicles may not be parked in front yards but may be parked in side or rear yards on legally paved surfaces.

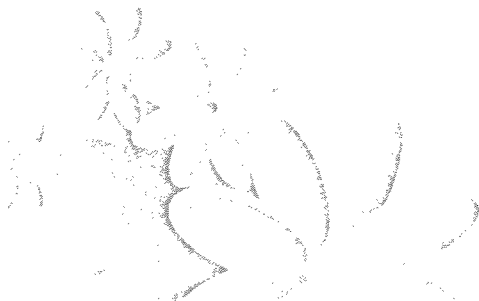
Inoperable Vehicles

An inoperable vehicle is any motor vehicle, trailer or semi-trailer that is not in operating condition, does not display valid license plates or does not display a valid inspection decal (or the inspection decal has been expired for more than 60 days). Storage of inoperable vehicles not shielded or screened from view on private property and outside of a building constitutes a violation of the Zoning Ordinance; parking an inoperable vehicle on a publicly owned street is a violation of law.

Signs

Signs may not be erected in the public right-of-way without the town manager's consent. Common signs that are not permitted in the right-of-way include yard sale signs, real estate signs, flyers and advertisements of any kind.

For more information or to request assistance with any of these regulations, contact the Community Development Department at 703-707-2666 or via email at community.development@herndon-va.gov.



Building Repair, Remodeling and Additions

Building Permits

A building permit is required to construct, alter or remodel any structure. Construction of a detached utility building 150 square feet or less does not require a building permit but must comply with the Zoning Ordinance. Ordinary repairs such as painting and carpet replacement do not require permits. A permit is required when repairs include the cutting away of any wall, partition or portion thereof, or the removal or cutting away of any structural beam or loadbearing support. Changes to duct systems, plumbing supply, drain, waste and vent piping, electrical circuits, appliance vents and gas piping, other than direct replacement, require a permit.

When building an addition or accessory structure, which requires a building permit, a building location survey or single lot development plan is required. A building location survey is required for additions or structures between 150 square feet and 749 square feet of floor area. A single lot development plan is required for additions and new construction totaling (with floor area) 750 square feet or more. Building location surveys and single lot development plans must be submitted to the Department of Community Development for review and approval prior to obtaining a building permit.

Wet Bars and Kitchens

A Zoning Appropriateness Permit is required prior to installing a wet bar or secondary kitchen in any residential structure.

Paving and Patios

No pavement or other impervious surface is permitted within two feet of side and rear property lines. The total permitted impervious surface – including but not limited to driveways, patios, walkways and swimming pools – on a single family detached property is 50 percent of the total square footage of the property. Roofed structures may cover no more than 25 percent of the property.

Building and Deck Setbacks

The Zoning Ordinance controls the allowable distance from the property line for construction of structures or decks. This distance is dependent upon the Zoning District in which your home is located.

Fences

Fence installation does not require a building permit, but fences in front yards may not be higher than four feet in height. Fences to the side and rear of houses may be up to seven feet tall except on corner lots. The height of fences in other areas depends on various factors. Once installed, fences are required to be maintained as structurally sound and in good repair.

For more information or to request assistance with building permits, contact the Building Inspections Office at 703-435-6850 or via email at building.inspections@herndon-va.gov.

For more information on surveys or lot development plans, zoning appropriateness permits and fences, contact the Community Development Department at 703-707-2666 or via email at community.development@herndon-va.gov.



Filing a Complaint

Neighbors working together to resolve neighborhood concerns is ideal but not always possible. If a situation involves a code violation and cannot be resolved through cooperation between neighbors, the Town departments referenced in this brochure may be able to assist in a successful resolution. Providing as much information as possible will assist inspectors in focusing investigations:

- 1** Please provide your name, telephone number and address when reporting a violation. This is particularly important if the need arises for additional information and allows the Town staff to contact you regarding the status of the investigation. The Town of Herndon maintains confidentiality of the complainant's identity, within the laws mandated by the Commonwealth of Virginia.
- 2** Please provide the address of the location of the violation to include street number, street name, and specific location on the property. (For example: "Trash in the front yard of 123 Anywhere Street".)
- 3** Please provide as complete and detailed description of the violation as possible. This information will assist Town staff in conducting a thorough investigation.

Complaints regarding possible ordinance violations may be reported by telephone, at 703-707-2666 or via email at community.violations@herndon-va.gov. You may also file complaints in person to the Community Inspections division at 1481 Sterling Rd, Herndon.

By taking pride in our homes and neighborhoods, we enhance our property values and enrich the quality of life in our town.

Residential Occupancy/ Overcrowding

Dwelling Occupancy

In any dwelling unit in Herndon, there are two basic occupancy requirements: each person living in a shared dwelling must have at least 50 square feet of space per shared bedrooms; and no single family dwelling may contain more than one family. A family includes persons (regardless of number) who are related by blood or marriage. If everyone in a dwelling is not part of the same family, then only four people may reside there.

Renting Rooms

No more than four people may live in a house, town-house or apartment in Herndon unless all residents are related. Providing transient housing for payment in residential neighborhoods is not permitted.

Home-Based Businesses

To operate a business out of your home, you must obtain a zoning inspection permit. In addition, there are several regulations governing the operation of home-based businesses, as well as a list of businesses that are not permitted within the Town.

For more information or to request assistance with any of these regulations, contact the Community Development Department at 703-707-2666 or via email at community.development@herndon-va.gov.

A Word About Vacant Homes

Due to bank foreclosure, renters moving out or other circumstances, properties in Town neighborhoods may sit unoccupied for indefinite periods. Citizens are encouraged to contact the Town if vacant homes are in disrepair or appear to represent a safety hazard. The Town will notify owners or mortgage lenders regarding issues that need attention; if problems are not addressed, the Town is authorized to and will take necessary steps to eliminate safety hazards. If you observe the following at a vacant home in your neighborhood, please contact:

Herndon Police Department

- suspicious activity

Building Official's Office

- openings that are not secured
- high grass and weeds (10 inches or higher)
- excessive trash or solid waste
- holes, cracks or broken windows in exterior walls
- falling or insecure gutters

Community Development Department

- inoperable vehicles



Community Development

703-787-7380 (Planning)

community.development@herndon-va.gov

703-707-2666 (Enforcement)

community.violations@herndon-va.gov

Contact this office to request information or report possible violations related to excessive occupancy, inoperable vehicles, parking on unpaved surfaces, commercial vehicles, fencing, home-based businesses and signs.

Department of Public Works

703-435-6853

public.works@herndon-va.gov

Contact this office for information about trash collection and recycling, street repair and maintenance, park maintenance concerns and utilities.

Building Official's Office

703-435-6850

building.inspections@herndon-va.gov

This office receives applications, conducts inspections and issues building permits. Additionally, you may report concerns related to exterior and interior property maintenance, tall grass, trash and debris accumulation, accessory structures and decks.

Neighborhood Resources

703-435-6800 x2200

neighborhood.resources@herndon-va.gov

This office is responsible for community outreach programs, mediation services and homeowners' association assistance.

Town Manager

703-787-7368

town.manager@herndon-va.gov

Herndon Municipal Center

777 Lynn Street

Herndon, VA 20170

Open 8am to 5pm Monday – Friday

703-435-6800

www.herndon-va.gov

